



NOTICE TO NH MUNICIPALITIES AND SOLID WASTE FACILITY OPERATORS

Solid Waste Facility Operator Training and Certification rules are changing effective July 1, 2014. Operators will no longer be certified based on levels (Level 4 Operator/Manager, Level 3 Advanced Operator, Level 2 Operator, and Level 1 Attendant or Attendant-in-Training). Instead, there will be two types of operators: Principal Operator and Assistant Operator. Both Principal Operators and Assistant Operators will earn “Step Designations” based on accrued continuing professional development hours. Assistant Operators must work under the supervision of a Principal Operator.

If you are a solid waste facility operator holding a current certification, you will be reclassified on July 1, 2014 from the old system to the new system as follows:

Old System Designation	New System Designation	Accrued Prof. Development Hours
N/A	Senior Principal Operator	50 total
Level 4 (Operator/Manager)	Principal Operator, Step 4	37.5 total
Level 3 (Advanced Operator)	Principal Operator, Step 3	25 total
Level 2 (Operator)	Principal Operator, Step 2	12.5 total
Level 1 (Attendant)	Principal Operator, Step 1	2.5 total
Attendant-in-Training	Assistant Operator	2.5 total

If you are an employer that refers to old system levels in your current hiring criteria or pay scales you should update those criteria and scales to reflect the new Solid Waste Facility Operator Certification terminology. If you want to retain the education and experience requirements currently associated with the different levels, refer to the guidance below when revising the criteria and scales. ***There is no requirement in the rules to retain the education and experience requirements.*** You are encouraged to determine on your own how much education and experience your employees need to successfully perform their jobs.

If your current hiring criteria requires a:

- **Level 4 Certified Operator (Manager)**, it is the same as saying the employee must be a Principal Operator with a high school diploma or GED plus at least 5 years of experience working in a field related to waste management. One year of experience may be substituted for one year of education, up to one year only. Additionally, one year of college education may be substituted for one year of experience, up to four years maximum. However, education that is substituted for experience shall not be also applied toward the education requirement.
- **Level 3 Certified Operator (Advanced Operator)**, it is the same as saying the employee must be a Principal Operator with a high school diploma or GED plus at least 3 years of experience working in a field related to waste management. One year of experience may be substituted for one year of education, up to one year only. Additionally, one year of college education may be substituted for one year experience, up to two years maximum. However, education that is substituted for experience shall not be also applied toward the education requirement.
- **Level 2 Certified Operator (Operator)**, it is the same as saying the employee must be a Principal Operator with at least an eighth grade education plus at least two years of experience working in a field related to waste management. One year of experience may be substituted for one year of education. Additionally, one year of college (not high school) education may be substituted for one year of experience, up to one year maximum. However, education that is substituted for experience shall not be also applied toward the education requirement.
- **Level 1 Certified Operator (Attendant)**, it is the same as saying the employee must be a Principal Operator with at least one year of experience working in a field related to waste management.
- **Level 1 Operator (Attendant-in-Training)**, it is the same as saying the employee requires no experience.

Should you require assistance with understanding the changes, please contact Laura Filiau at (603) 271-0675 or laura.filiau@des.nh.gov.